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MEMORANDUM FOR: Acting Deputy Director, Administration

SUBJECT : Progress report on Survey of Administrative Positions
in the DD/P Area.

1. Following your announcement at the DD/A's meeting on July 13, the Comptroller and myself, at your request, had a short meeting with you at which you elaborated more fully on the scope and purpose of the survey.

2. On Friday when Mr. [REDACTED] (DD/P liaison with O & M) returned from leave, Mr. [REDACTED] and I discussed the project with him, particularly as to the approach that should be made to the Divisions. As a result of this conference a letter was drafted for the signature of the CA, DD/P which would be sent to each Division prior to commencing our survey. This letter is now standard and will be used in all cases.

3. We discussed with Logistics Office, the Comptroller, and the Personnel Office the survey and our suggested objectives and something of our procedure and requested them to name appropriate people to work with us. Logistics Office named Colonel [REDACTED], and the Comptroller has named Mr. [REDACTED] for budget matters and Mr. [REDACTED] for finance matters with Mr. [REDACTED] as over-all consultant. We discussed the matter with Mr. Meloon and he referred us to Mr. [REDACTED] with whom we had one or two discussions which resulted in the nomination of Mr. [REDACTED] has not yet reported as I understand he is doing a special job for you.

4. The representative of the Logistics Office and the Comptroller have met with Mr. [REDACTED] and associates and have developed work measurement factors and procedural considerations that have a major bearing on the evaluation of the staffing to be surveyed. These yardsticks will, of course, serve in all Divisions.

5. Meetings with similar objectives have been held with representatives of the Personnel Office. In addition, Personnel representatives have been asked to provide certain statistical data from Machine Records analyses of job descriptions and to develop an acceptable definition of administrative and support type personnel to be used as an over-all basis for the personnel study. On the receipt of this information and in conjunction with Mr. [REDACTED], we will develop similar yardsticks to those which have been developed for the logistics and budget and finance positions.

6. The first Division to be surveyed is EE and today the teams covering logistics and budget and finance affairs have started work. The survey of persons assigned to personnel affairs will start shortly after the information referred to in Paragraph 5 has been received and Mr. [REDACTED] reports.

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7. The time spent in laying a suitable groundwork was necessary in order to prevent the teams being pushed around and to develop a clear course of action. In addition to which the survey of all Divisions will be standardized and in the long run, a good deal of time will be saved.

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W. L. PEEL
Management Officer

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